

Meeting Room Policy

Bethlehem Public Library provides meeting space for public use. The Meeting Room Policy is developed in accordance with the Library's mission. The goal of the policy is to provide wide access to and frequent use of the meeting room. The meeting room is available to all groups on equal terms regardless of opinion or affiliation.

Use of the meeting room is for non-profit educational, cultural or civic organizations that are free and open to the public. The exception is that board meetings for non-profit groups may be held in these rooms even though these meetings are not open to the public.

Groups that charge attendees, solicit donations or sell items or services are encouraged to find space elsewhere. Likewise, the room is not intended for individual social gatherings, such as birthday parties. However, a group or individual may petition the Library Trustees at their monthly public meetings. Exceptions are at the discretion of the Trustees.

The Library reserves the right to deny the use of meeting rooms if at any time the conduct of the group or any member of the group is disruptive to Library service, destructive to the building or equipment, or if information is falsified on the meeting room reservation form. If a meeting or event in progress disturbs regular Library operations, the Library reserves the right to immediately terminate the meeting or event. There is no compensation or recourse in the event of termination.

If a reserved meeting room is not in use 30 minutes after the reservation start time, the Library will make the room available to other groups.

Smoking and open flames are not allowed in Library facilities or on Library grounds.

Groups must observe meeting room capacity of 50 people.

Use of Library meeting space does not constitute endorsement by the Library of the program or points of view expressed. No advertisement or announcement implying sponsorship, co-sponsorship, or endorsement by the Library may be used, including but not limited to print or broadcast promotions, signage, or funding activities.

Use of meeting rooms for Library purposes takes precedence over other reservations and uses. Subsequent precedence is for Bethlehem residents, and then residents of other towns.

The Library reserves the right to transfer a group or organization to another area or to cancel a reservation if necessary. If the Library cancels a reservation, every effort will be made to provide as much advance notice as possible.

The Library expects that the room will be left in the condition it was found. This includes removal of leftover handouts, pamphlets, food and removal of garbage.

Reserving a Meeting Room

Meeting room may be reserved by calling (603) 869-2409 or coming in person to complete the reservation form.

Reservations are filled on a first-come, first-served basis.

When possible, meeting rooms should be booked two weeks in advance.

Reservation forms must be received within one week after reservation is made to hold a meeting room space. If paperwork is not received, one attempt will be made to contact the group. If contact is not made, the reservation will be released.

Availability

The meeting room is available every day from 7am until 10pm.

The meeting room is available outside of regular library hours through the Community Room door only. If any part of the meeting takes place outside of library hours, an authorized representative of the group who is over 21 years of age must complete the Reservation form. At that time, the representative will also need to arrange to come into the library and get the use code 24 hours in advance of using the meeting room. The authorized representative is then responsible for the use of the room.

Food Services

Public groups may not bring alcoholic beverages into Library facilities or on Library grounds.

Coffee, tea, and light refreshments may be served during meetings in Library facilities. The group using the room must provide supplies and equipment for serving refreshments.

Leftover refreshments should be removed at departure.

Authorized representative of the group will be responsible for cleaning up the kitchen area.

Signage

The Library can provide an easel to post directional signage for meetings.

Materials may not be taped or tacked to walls or other surfaces.

With approval, signage for nonprofit organizations can be posted on community boards and other designated areas within the libraries.

Duration of display time is determined by the library.

Meeting Room Equipment

Available at no charge for scheduled meetings:

- Large-screen television with Apple TV
- Blu-ray DVD player
- lectern
- easel
- LCD Projector (laptop not included)
- Tables
- Chairs
- Kitchenette: microwave, counter space, sink, Keurig coffee maker (K-cups not included)

If audio/visual equipment is needed, an authorized representative of the group who is over 21 years of age must meet with Library staff at least 24 hours prior to meeting to review operational use.

Audio/visual equipment is not to be used unless reserved in advance.

Groups reserving space in Library facilities are responsible for the set up and restoration of the meeting room. Library staff will assist in set up if available.

The Library will assess a fee if Library equipment or property is damaged, or if excessive cleaning is necessary after a meeting.

The Library is not responsible for the loss of and/or damage to equipment or materials owned by groups. The Library cannot store supplies or equipment belonging to a group.

Wireless Internet access is available throughout the library, but with limited bandwidth. We suggest that groups save videos and programs to flash drives, CDs, or DVDs.

One-Time-Only and Recurring Meetings

Rooms may be reserved up to six months in advance.

A group or organization may reserve a room no more often than once per week.

Cancellation Policy

Groups that fail to cancel a reservation 24 hours in advance or that does not show up on the reserved date can be denied future access to Library meeting room.

If you have any questions, please contact Bethlehem Public Library, 2245 Main Street, Bethlehem, NH 03574 (603) 869-2409.

Adopted December 9, 2013